



2009 Guidelines for Targeted Competitive Hard Times Grants

GRANTS



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1. Introduction to the Grant Cycle

During these times of economic downturn, the Library Council of Washington has identified a critical need to provide focused support for library services in Washington as people increasingly turn to their libraries for information and recreation. This grant cycle addresses the needs of people needing access to employment-related information, resources, and services.

Over the past year, the national news has documented the increased use of public libraries during economic hard times. A recent study by the Washington State Library confirms a dramatic increase in the use of Washington public libraries. See: "[Use of state's public libraries rising during recession](#)."

Much of the increased activity in Washington libraries comes from job seekers. Washington libraries provide access to the Internet for those without computers or adequate connections at home as well as access to many information resources and services that are not available elsewhere. For many jobs, completing an online application is the only way to apply. Job seekers in Washington libraries are also placing increasing demand of staff for assistance. Washington libraries are reaching out to job seekers by providing:

- Resume-writing books, tutorials, and assistance in preparing resumes
- Assistance with online job applications
- Job databases and other online job-finding resources and assistance in how to use them
- Materials on successful interviewing

- Career handbooks
- Information on formal and continuing education opportunities
- Exam proctoring
- Training in basic computer skills and use of office software

2. Library Eligibility

All LSTA eligible libraries in Washington State may apply. LSTA eligibility guidelines may be reviewed at: <http://www.secstate.wa.gov/library/libraries/grants/eligibility.aspx>.

The following limits shall apply to all grant applications:

- A. One application per library system.
- B. Application limit of \$50,000. Grants of lesser amounts are eligible.

3. Project Eligibility

The purpose of this grant cycle is to provide grant funds to help libraries initiate new services, enhance existing services, conduct outreach and partnership efforts, or complete other activities that are identified as important to the library in serving the customers described in Section 1.

This grant cycle invites applicants to focus on programs and services that will improve the capacity of Washington State residents to:

- 1) learn basic computer skills, including setting up and using email accounts;
- 2) find and use job and career resources;
- 3) locate job opportunities;
- 4) complete online applications for jobs;
- 5) retool for new careers by gaining new skills and education;
- 6) file for unemployment benefits;
- 7) improve interviewing skills;
- 8) prepare resumes and cover letters; and,
- 9) start or grow small businesses.

This grant cycle also invites applicants to provide training and other resources to:

- 1) improve the capacity of Washington library staff to meet the needs of the growing number of customers who are seeking assistance from their local libraries because of hard times;
- 2) provide resources, such as dedicated job resource center computers, to support customers who need longer access to the library's computers; and
- 3) purchase software and other materials to enhance the customer's ability to efficiently develop resumes, cover letters, and complete other employment-related activities.

The following are not eligible:

- Applicant's cost of the license for the ProQuest databases negotiated by the Washington State Library (Statewide Database Licensing project) for all Washington non-profit libraries.
- Applicant's cost of database licenses brokered by the Washington State Library. (These include the Gale Academic and Public Library packages; OCLC FirstSearch; Books24x7; and Reference USA; See: <http://www.secstate.wa.gov/library/libraries/projects/sdl/purchases.aspx>).
- Applicant's costs associated with the Washington State Library's OCLC Washington Group Services project (cataloging and interlibrary loan purchased through OCLC; WorldCat database).

- Applicant's costs associated with the Washington State Library's Ask-WA (Virtual Reference) project.

PLEASE NOTE: If you are requesting funds for promotional items, federal funds can only be used for ***items that are educational and informational in nature that promote specific library programs, services, and activities that are directly related to this grant.*** This is a federal requirement monitored by the Institute for Museum and Library Services, the funding source for these grants. For more information, follow the "[Allowable Costs](#)" link on the LSTA Grants page.

Requests for promotional items that do not fit the above requirements will not be funded and their inclusion in the application may put the library's request for other funds at a disadvantage.

4. Funding Available

Overall funding to support this grant cycle is \$400,000. This grant cycle has a limit of \$50,000 per application. It is anticipated that eight or more applicants may receive awards. Awards will be made contingent upon availability of federal funds and distribution of those funds by the Washington State Library (WSL), a division of the Office of the Secretary of State.

5. Timeframe

The following timeline has been developed for the purpose of providing information about this grant cycle and to assist applicants in developing appropriate projects and applications.

Tentative dates (subject to change)

- **May 11, 2009** — Grant cycle opens
- **June 26, 2009** — Deadline for applications; applications postmarked *after* this date will not be accepted
- **August 24, 2009** — Anticipated date for grant awards
- **August 24 – October 16, 2009** — Contract development
- **October 19, 2009 – August 13, 2010** — Project period
- **September 30, 2010** — Last day to submit reimbursement claims and final narrative report

6. Application Process

- A. Review all grant cycle materials prior to developing your application:

<http://www.secstate.wa.gov/library/libraries/grants/grants.aspx>.

Application guidelines, forms, and other materials may be obtained by visiting the Washington State Library web site and printing appropriate web pages or downloading and printing the files. Materials may also be obtained by contacting the Grants Program staff as noted at the end of these guidelines.

- B. Review the criteria contained within the application to determine eligibility to apply.
- C. Complete the application form; reply to **all** questions. Secure all signatures. Respond to the criteria, checking either yes or no for each item.
- D. General questions regarding the application process may be obtained by contacting the *Targeted Competitive Grants* project manager or the Grants Program staff by e-mail or phone. Staffing limitations preclude review and comment on draft applications.

- E. Complete the CIPA certification form. See the Requirements section below, item H, for more information on CIPA.
- F. Submit applications to the Washington State Library postmarked or hand-delivered by **4:00 p.m., Friday, June 26, 2009**. Faxed applications are **NOT** acceptable for this funding request.

An application consists of:

- 1. One, single-sided, signed original; clearly identified as the original;
- 2. One paper copy; **and**,
- 3. An electronic copy in Word or rich text format (on a 3.5 inch floppy disk or CD; or sent as an email attachment to ayarbrough@secstate.wa.gov).

Submit applications to the address below:

By Mail

*Grants Program
Washington State Library
PO Box 42460
Olympia, Washington 98504-2460*

By Hand or Delivered

*Grants Program
Washington State Library
6880 Capitol Blvd S
Tumwater WA 98501-5513*

- G. A fully completed and signed original application hand delivered by 4:00 p.m. or received in the mail postmarked by the deadline will be accepted for review.
- H. A review committee selected by the Washington State Library will review the applications and forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. Award recommendations will be based on responses to the questions in the application form. WSL may contact the applicant for clarification of information.
- I. After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. Reimbursable project costs may not be incurred until contracts are fully signed by both the award recipient and the Office of the Secretary of State (Washington State Library). Costs incurred prior to contract execution are not reimbursable.

7. Requirements

- A. Libraries are sometimes granted funds contingent upon fulfilling one or more requirements prior to project implementation. Libraries must meet those contingencies prior to contract execution and before LSTA funding can be disbursed.
- B. The contract (grant agreement) must be fully signed before the project may proceed and costs incurred. Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis. Funds requested for the proposed project must not take the place of previously budgeted local funding.
- C. Applicant/sub-grantee overhead expenses, administrative and indirect costs are not eligible for LSTA reimbursement. They may be used as match for the proposed project.

- D. Applicants must commit to compliance with grant administration requirements. Quarterly progress reports will be submitted to WSL detailing activities performed or in progress toward the successful completion of the project. A final report will be submitted to WSL providing a complete summary of the project and of all grant activities. The contract document will indicate the latest date for submission of the required final report. Reimbursement claims will be made on forms provided by WSL. Documentation of expenses will be required.
- E. The applicant agrees to comply with all applicable federal laws, regulations, and Office of Management and Budget (OMB) circulars in regard to the use of LSTA funds to purchase materials to promote the purpose and activities of the project being proposed. The applicant assures the Washington State Library that such promotional materials are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the LSTA grant project for which the applicant is seeking funds.
- F. The Washington State Library and the Institute of Museum and Library Services (IMLS) must be acknowledged as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites.
- G. All projects and activities must be completed and funds expended by **August 13, 2010**. Applicants proposing projects that will use LSTA grant funding beyond August 13, 2010, will not be considered for this grant cycle.
- H. **Children's Internet Protection Act (CIPA): Certification Required**
Any public library, and any public elementary or secondary school library submitting an application for LSTA funding is required to file a certification form regarding compliance with CIPA requirements, even if the library is not CIPA compliant, or if the project is not subject to CIPA.

For further information about CIPA compliance, please visit:

<http://www.secstate.wa.gov/library/libraries/libDev/technology/cipa.aspx> for background information and copies of the appropriate forms.

8. Assurances

The Washington State Library and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

- A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying
- B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;
- C. 45 Code of Federal Regulations (CFR) Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- D. 45 Code of Federal Regulations (CFR) Part 1185, Government Wide Debarment and Suspension (Nonprocurement) and Government Wide Requirements for Drug-Free Workplace (Grants);
- E. Office of Management and Budget (OMB) Circular A-21 Revised, Cost Principles for Educational Institutions (now codified as 2 CFR Part 220);
- F. Office of Management and Budget (OMB) Circular A-87 Revised, Cost Principles for State, Local and Indian Tribal Governments (now codified as 2 CFR Part 225);

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G. Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations (now codified as 2 CFR Part 230); and

H. Office of Management and Budget (OMB) Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL:

<http://www.gpoaccess.gov/cfr/index.html> On this page is a box labeled "Quick Search". To inspect 45 CFR Part 1183, enter 45CFR1183 in this box and click on the "Submit" button. A search list is returned that includes specific parts, sections, and subsections of 45 CFR Part 1183. If you are interested in inspecting the full title, scroll to the bottom of the page. You will find one item titled: 45CFR1183-- PART 1183--UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. This item contains the full text of this title and is available as a text file (.txt) or as an Adobe Acrobat (.pdf) file. If you are interested in just a part of this overall title and you know the name for the specific section, such as Copyrights, scroll to the title for that section.

The Code of Federal Regulations 45 CFR Part 1168 provides that no federal appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

The Code of Federal Regulations 45 CFR Part 1180.44 provides that each grantee shall comply with the following statutes:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4) relating to discrimination on the basis of race, color or national origin.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) relating to discrimination on the basis of sex.
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) relating to discrimination on the basis of handicap.
4. The Age Discrimination Act (42 U.S.C. 8101 et. seq) relating to discrimination on the basis of age.

The Code of Federal Regulations 45 CFR Part 1183 includes sections related to the scope and applicability of the provisions to grants and other cooperative agreements, financial administration requirements, contract administration requirements, and close-out of projects.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

Office of Management and Budget (OMB) Circulars

The following OMB Circulars can be inspected by accessing the following URL:

<http://www.whitehouse.gov/omb/circulars/index.html>. The specific circular of interest can then be selected.

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

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OMB Circular A-87 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units).

OMB Circular A-122 establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

OMB Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

Other Requirements

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

- A. Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.
- B. Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- C. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.
- D. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.
- E. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers.

9. Washington State Library Contacts

Web site for grant information: <http://www.secstate.wa.gov/library/libraries/grants/grants.aspx>

Carolyn Petersen, Library Development Assistant Program Manager, 360.570.5560, cpetersen@secstate.wa.gov

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